



Procurement Review Comprehensive Checklist  
Procurement Services Division  
This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1757	RFP, BID, QUOTE OR RENEWAL #: 23-084-FM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$70,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$181,000.00
	CURRENT TERM TOTAL COST: \$91,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Arlington Glass & Mirror Co.	VENDOR #: 19952	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Dan Foxgrover	VENDOR CONTACT PHONE: 773-283-0737	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: dfoxgrover@arlingtonglass.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Arlington Glass & Mirror Co., for on-call window glazing, repair, replacement, window adjustment, and board up services, as needed, for County facilities, for Facilities Management, for the two-year period October 1, 2025 through September 30, 2027, for a contract total amount not to exceed \$91,000, per renewal option under bid award #23-084-FM. First and final option to renew. (\$70,000 for Facilities Management and \$21,000 for Public Works)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished County facilities' windows, frames and doors routinely require glazing, repairs and adjustments and replacement due to breakage, settlement and window age to maintain a tight fit and prevent leakage. Board up services are also necessary in the event of door or window breakage to secure facilities.			

### SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
RENEWAL	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
<b>AVAILABILITY</b>	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Arlington Glass & Mirror Co.	Vendor#: 19952	Dept: Facilities Management	Division:
Attn: Dan Foxgrover	Email: dfoxgrover@arlingtonglass.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 4547 N Milwaukee Avenue	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60630	State: IL	Zip: 60187
Phone: 773-283-0737	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Arlington Glass & Mirror Co.	Vendor#: 19952	Dept: Facilities Management	Division:
Attn: Accounting	Email:	Attn:	Email:
Address: 4547 N Milwaukee Avenue	City: Chicago	Address: various locations	City: Wheaton
State: IL	Zip: 60630	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2025	Contract End Date (PO25): Sep 30, 2027

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	LO		Labor & Material - FM	FY25	1000	1100	53300		1,000.00	1,000.00
2	1	LO		Building Maintenance Supplies - FM	FY25	1000	1100	52270		1,000.00	1,000.00
3	1	LO		Labor & Material - PW	FY25	2000	2555	53300		1,000.00	1,000.00
4	1	LO		Labor & Material - FM	FY26	1000	1100	53300		29,000.00	29,000.00
5	1	LO		Building Maintenance Supplies - FM	FY26	1000	1100	52270		4,000.00	4,000.00
6	1	LO		Labor & Material - PW	FY26	2000	2555	53300		10,000.00	10,000.00
7	1	LO		Labor & Material - FM	FY27	1000	1100	53300		30,000.00	30,000.00
8	1	LO		Building Maintenance Supplies - FM	FY27	1000	1100	52270		5,000.00	5,000.00
9	1	LO		Labor & Material - PW	FY27	2000	2555	53300		10,000.00	10,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 91,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide on-call window glazing, repair, replacement, window adjustments & board up services , as needed, for County Facilities
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez, and Drew Cormican.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 08/05/25    County Board: 08/12/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.